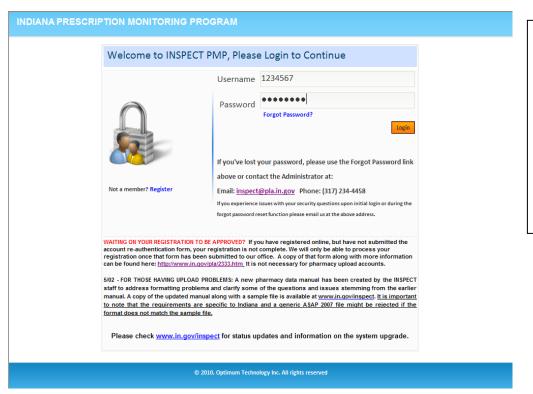# INSPECT UPLOAD ACCOUNT USER GUIDE

www.in.gov/inspect   Email: inspect@pla.in.gov

LOGIN PAGE: Prescription Monitoring Program Login or you may visit www.in.gov/inspect and click the INSPECT logo to be taken to the Login page.
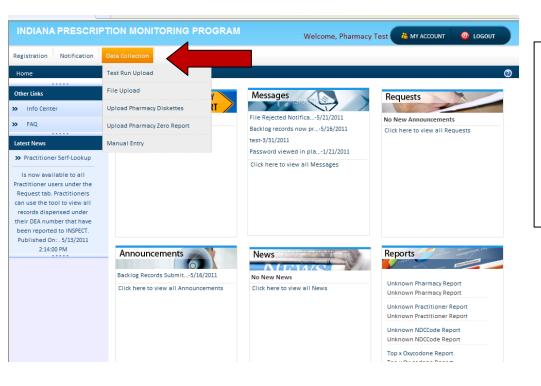
Have your username (ex: 1512236) and password ready

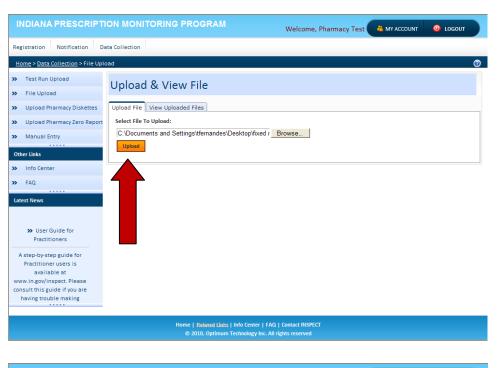**INDIANA PRESCRIPTION MONITORING PROGRAM**

Welcome to INSPECT PMP, Please Login to Continue

Username   1234567

Password   ●●●●●●●●

Forgot Password?

[Login]

If you've lost your password, please use the Forgot Password link above or contact the Administrator at:

Email: inspect@pla.in.gov   Phone: (317) 234-4458

If you experience issues with your security questions upon initial login or during the forgot password reset function please email us at the above address.

Not a member? Register

WAITING ON YOUR REGISTRATION TO BE APPROVED? If you have registered online, but have not submitted the account re-authentication form, your registration is not complete. We will only be able to process your registration once that form has been submitted to our office. A copy of that form along with more information can be found here: http://www.in.gov/pla/2333.htm It is not necessary for pharmacy upload accounts.

5/02 - FOR THOSE HAVING UPLOAD PROBLEMS: A new pharmacy data manual has been created by the INSPECT staff to address formatting problems and clarify some of the questions and issues stemming from the earlier manual. A copy of the updated manual along with a sample file is available at www.in.gov/inspect. It is important to note that the requirements are specific to Indiana and a generic ASAP 2007 file might be rejected if the format does not match the sample file.

Please check www.in.gov/inspect for status updates and information on the system upgrade.

LOGIN:

Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking **Forgot Password?** You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.
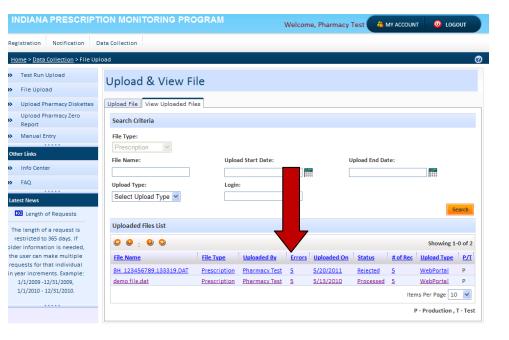

INDIANA PRESCRIPTION MONITORING PROGRAM   Welcome, Pharmacy Test   👤 MY ACCOUNT   ⏻ LOGOUT

Registration   Notification   **Data Collection**

Home

Test Run Upload

Other Links

File Upload

» Info Center

Upload Pharmacy Diskettes

» FAQ

Upload Pharmacy Zero Report

Latest News

Manual Entry

» Practitioner Self-Lookup

Is now available to all Practitioner users under the Request tab. Practitioners can use the tool to view all records dispensed under their DEA number that have been reported to INSPECT.
Published On: . 5/13/2011
2:14:00 PM

Messages

File Rejected Notifica...-5/21/2011
Backlog records now pr...-5/16/2011
test-3/31/2011
Password viewed in pla...-1/21/2011
Click here to view all Messages

Requests

No New Announcements
Click here to view all Requests

Announcements

Backlog Records Submit...-5/16/2011
Click here to view all Announcements

News

No New News
Click here to view all News

Reports

Unknown Pharmacy Report
Unknown Pharmacy Report
Unknown Practitioner Report
Unknown Practitioner Report
Unknown NDCCode Report
Unknown NDCCode Report
Top x Oxycodone Report

FILE UPLOADING:

Click the **Data Collection** tab in the upper left corner, and then click **File Upload.** Hit **Browse**, and navigate to where the controlled substance data file is located on your computer. Select the file and click **Open**.

When the filename appears in the field, click the *Upload* button.

You should then receive a message that your file has successfully been uploaded.

VIEWING UPLOADED FILES:

You can view all files uploaded by this account by clicking on *Data Collection*, selecting *File Upload*, then clicking the *View Uploaded Files* tab.
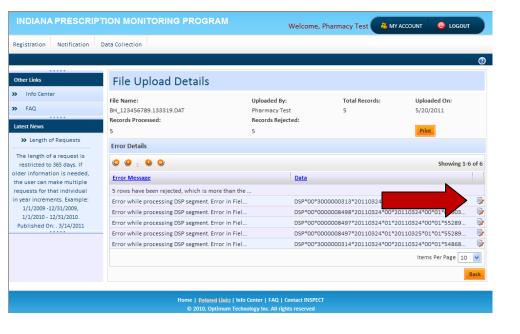
ERROR CORRECTION:

Click the name of an uploaded file or on the number in the error column to view the *File Upload Details*.

Please contact inspect@pla.in.gov with any questions.

INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome, Pharmacy Test   👤 MY ACCOUNT   ⏻ LOGOUT

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Other Links
- ➤ Info Center
- ➤ FAQ

Latest News
➤ Length of Requests

The length of a request is restricted to 365 days. If older information is needed, the user can make multiple requests for that individual in year increments. Example: 1/1/2009 -12/31/2009, 1/1/2010 - 12/31/2010.
Published On: . 3/14/2011

File Upload Details

File Name:	Uploaded By:	Total Records:	Uploaded On:
BH_123456789.133319.DAT	Pharmacy Test	5	5/20/2011
Records Processed:	**Records Rejected:**		
5	5		Print

Error Details

Showing 1-6 of 6

Error Message	Data	
5 rows have been rejected, which is more than the ...		
Error while processing DSP segment. Error in Fiel...	DSP*00*3000000313*20110324	📝
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008498*20110324*00*20110324*00*01*...03...	📝
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008497*20110324*01*20110324*00*01*55289...	📝
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008497*20110324*01*20110325*01*01*55289...	📝
Error while processing DSP segment. Error in Fiel...	DSP*00*3000000314*20110324*00*20110324*00*01*54868...	📝

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INSPECT's ASAP 2007 v. 4.0 requirements, along with a sample file, can be found at www.in.gov/inspect or you may email us at inspect@pla.in.gov.

Click on an individual error to see the details for that error, which will appear below the Error Messages box.

You can hit the *Print* key to get a full printout of error messages in Adobe .PDF format.

Most errors you should be able to correct by providing the missing information. Errors can be corrected either manually or through resubmission of pharmacy data.

To manually correct an error, click on the pencil & paper icon to the right of the error. Provide the piece of information requested, (Customer ID number, Fill Date, etc.) and hit *Save* to correct the prescription.

Make sure to correct the patient's record in the pharmacy software as well so that future reporting to INSPECT does not contain this error. This step can be done first, then the data can be resubmitted to the INSPECT database to correct records as well.

Remember that leaving errors uncorrected constitutes noncompliance with IC 35-48-7.

Please contact INSPECT at inspect@pla.in.gov if you receive any errors you do not understand or if errors are related to the format of the file.